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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH: Deputy Director of Training

DATE: 24 April 1958

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FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 16
16 April - 22 April 1958

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Date: 09 MAR 1978 by: I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. The meeting conducted by the DDTR on Monday afternoon had these immediate results:

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[REDACTED]

certifications. They were able to reduce the backlog (of test results given prior to 4 February 1958) to nine. Tests taken by these nine were translation tests and have been corrected. After Bill has checked the papers, scores can be posted and applications forwarded to us.

- b. [REDACTED] in preparing for his added role of supervising oral testing, has been checking with us on our roster of native speakers. [REDACTED] has always been energetic and cooperative, and I feel he will contribute measurably in reducing the delay time between initial maintenance testing and final posting of the test scores.
- [REDACTED]

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3. The Office of Naval Research lecture series on satellite and space operations continues to be of interest to Agency personnel. Two additional names were added to our approved list this week. CIA employees nominated for this program to date number 58, distributed as follows: DD/I - 48, DD/P - 8, DD/S - 2. The fourth of eleven scheduled lectures was presented on 23 April. Of the 58 employees there are 23 who also signed up for the internal course being given by []

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4. External training requirements estimates for Fiscal Year 1959 have been received from Karamessines, [] and [] is preparing OTR requirements with the assistance of data from [] on career board actions involving external training. After the various requirements estimates have been reviewed in detail, [] will cooperate with [] in estimating costs.

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5. I received a call for assistance from RQM in determining guide lines on the breakdown of fees per pupil at private schools. In terms of this particular request, there are no such general data available. However, I was able to recommend the name of a private school and identify a headmaster whom I am sure would cooperate in furnishing the precise data requested.

6. Recently the Office of Personnel requested that 43 military persons assigned to them not be counted as part of their on-board strength when we computed the Office of Personnel figure for the 5% training report. The Training Officer, Office of Personnel was advised that we cannot arbitrarily take this action, but that we must use all headquarters personnel data furnished us each month by Personnel. However, it was pointed out that under [] Deputy Directors can designate particular positions for which they determine that EOD training (and other training too, we assume) is unnecessary. It was suggested that Personnel direct their request to the DD/S in accordance with the regulation. In discussions with [] concerning this request, he implied that he would recommend against DD/S approval.

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7. The IBM run of the 444c has again proved useful. At a recent Qualifications Review Panel, discussions were centered around two NEA employees proposed for Persian language training (the language is a major requirement of an NEA field position). Neither of the two proposed individuals has had any previous training in the language, and both scored very low on the Language Aptitude Test. It was generally agreed that use of either of these two should be only after all other possibilities had been explored. DR/TR suggested that a review be made of people in the Agency who had indicated at least an elementary knowledge of Persian, with a view towards possible selection of one of these to fill NEA's requirement. NEA was agreeable to this suggestion. Within the grade restriction imposed by the job (GS-9 to 11) NEA was furnished the names of 16 individuals throughout the Agency who had indicated knowledge of Persian.

8. During the week 16 April - 22 April 1958, there were 897 persons enrolled in OTR conducted courses.



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